

**POINT ROBERTS WATER DISTRICT NO. 4  
WHATCOM COUNTY, WASHINGTON**

**RESOLUTION NO. 650**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF POINT ROBERTS WATER DISTRICT NO. 4 OF WHATCOM COUNTY, WASHINGTON, ESTABLISHING POLICIES AND PROCEDURES FOR CHARGE CARDS ISSUED TO DISTRICT EMPLOYEES.

WHEREAS, Point Roberts Water District No. 4 ("District") is a water-sewer special purpose district existing pursuant to Title 57 Revised Code of Washington ("RCW"), and owns and operates a water system within its corporate and service area boundaries in Whatcom County, Washington for the benefit of its customers; and

WHEREAS, Chapter 42.24 RCW authorizes special purpose districts to provide for the issuance of charge cards to employees for the purpose of covering expenses incident to authorized travel; and

WHEREAS, State law also authorizes special purpose district to utilize charge cards to purchase services, equipment and other items when the vendors of such services, equipment and other items do not accept district purchase orders but will accept a district charge card; and

WHEREAS, the District now desires to establish a policy procedures regarding the issuance and use of charge cards to and by District employees; now therefore

BE IT RESOLVED by the Board of Commissioners of Point Roberts Water District No. 4 of Whatcom County, Washington, a maximum of one (1) District charge card for usage by District manager and employees in accordance with the policies and procedures set forth herein and applicable State law are hereby authorized.

As provided in RCW 42.24.115 or as such statute may be amended or revised, upon billing or not later than 30 days of the billing date, the District manager or employee using a charge card as authorized herein shall submit a fully itemized receipt any charges against the charge card not properly identified on the receipt or not allowed following the audit required pursuant to RCW 42.24.080 shall be paid by the District officer or employee by check, United States currency, or salary deduction.

If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have a prior lien against any right to withhold any and all funds payable or to become payable to the District manager or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. No District manager or employee issued District charge card shall use such card if

any disallowed charges are outstanding and shall surrender the card upon demand of the District's auditing officer and the Board of Commissioner's.

Any charge card issued pursuant to this resolution may be revoked at any time at the discretion of the District and, upon District's delivery of such revocation order to the company issuing such charge card; the District shall not be liable for any costs or charges related to such card thereafter. In addition, if not revoked sooner, any District employee issued a charge card shall return such card to District immediately upon termination of employment.

The use of District charge cards for purchases and/or expenditures for services, equipment and other items previously authorized by the District Board of Commissioners from vendors who/which do not accept District purchase orders is hereby authorized and approved, with a daily maximum of \$10,000.00.

The District manager is authorized to utilize the District charge card issued in their respective name to make purchases and/or expenditures as previously authorized by the District Board of Commissioners. Non-management District employees making such purchases and/or expenditures shall obtain a District charge card from the District manager for the purpose of such purchases and/or expenditures and shall return such charge card to the District manager immediately following its usage. Any employee utilizing a District charge card shall provide to the District manager a fully itemized receipt for any authorized charge card usage no later than the next business day following such usage.

The District reserves the right to modify, revise and supersede the terms and conditions regarding the issuance and use of District charge cards at any time without prior notice to any District employee.

ADOPTED at a regular open public meeting of the Board of Commissioners of Point Roberts Water District No. 4, Whatcom County, Washington, held on the 11th day of October 2016.

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Scott Hackleman, Commissioner and chair

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N. Madeleine Anderson, Secretary

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Arthur Reber, Commissioner